

Minutes
CDC/ATSDR Occupational Health and Safety Committee
April 26, 2001
Chamblee Campus, Building 102

In Attendance: Kathi Kellar, NCID (Chair); Amanda Stoddard, ATSDR (Vice Chair); Bob Hill, OHS (Executive Secretary); Joanne Jones, OHS; Cherry Goodridge, AFGE; Stirling Close, EPO; Joyce Rodriguez, NCEH; Gerald Cooper, NCEH; Jim Roppo, PHPPO (via telephone); Mike McDonough, NCID; Harry Marsh, FPPMO; Bud Zebehazy, PSA; Kymber Williams, NCCDPHP; Jerry Gardner, FEO; Allison Squires, NIOSH - Cincinnati (Envision); Frank Godbey, NIOSH - Cincinnati (Envision); John Roy, NCHSTP; Freida Quarles, DCMO; Richard Green, OHS; Rosita McFadden, NIP

CIOs with No Member Attending: OD; RPSMA; NCHS; NCIPC

Meeting Summary

Kathi Kellar asked if there were any changes to the last minutes. No one had any suggestions and the minutes were accepted unanimously.

Cheryl Goodridge asked Frank Godbey if there were union representatives at Cincinnati, Pittsburgh, and Morgantown who could attend the OHSC via envision. Frank reported that he is a member of the union/management health and safety committee and that he informs the committee about what is going at our meetings.

Kathi Kellar asked Bob Hill if he had contacted the new National Center for Birth Defects and Developmental Disabilities. He reported that he had not, but the NCBDDD had only been in existence a few weeks and may not be able to respond at this time. **ACTION:** Kathi reported she would attempt contact.

OHSC Charter: Amanda Stoddard reported that she had incorporated the suggested changes sent to her in this last version. She asked for any other comments. Frank Godbey made some minor suggestions which were incorporated. There was some question about the need to address a requirement for a forum, and to address who would vote. After some discussion it was concluded that there was no need for these changes. The committee thought that anyone who showed up to vote should be eligible. The charter with suggested modifications was passed unanimously.

OHS (Tammy Gorny) is asking OHSC members to find out if their CIO has purchased Automated External Defibrillators (AEDs). There were some questions about these devices and about getting funding to purchase them. **ACTION:** Bob Hill will ask Tammy to report the status of this program at the next meeting.

Notice to All Employees Regarding Visitor in Workplace and Safety Training Policies: Bob Hill reported that the Visitors in the Workplace Policy and the Amended Safety Training Policy

have been approved and will be signed and distributed soon. Kymber Williams indicated that her subcommittee will formulate a letter or email to introduce these policies when they are announced. They are still being reviewed and finalized by MASO.

Subcommittee Reports:

Subcommittee on Communications The Communications subcommittee met on April 26, 2001. At the meeting the following items were addressed on the agenda.

1. Safety Training Policy - Richard Green reported that the policy was in the OD and waiting for Joe Carter's signature. The group discussed ways to release and promote the policy to CDC employees.
2. H&S Newsletter - Richard reported that Matt Sones is the lead on the newsletter. The next issue is scheduled for June so the subcommittee discussed ideas for possible submissions in this issue or a future issue.
3. CDC Phone Directory - Kymber reported on information from Dave Poehler. In talking to MASO, we found out that we can advertise safety information in the CDC-wide directory that's printed a few times per year. It was discussed that we could add about 2-3 lines inside of the book after getting it approved from MASO. The subcommittee agreed to prepare and submit safety information to MASO and get approval before the next printing.

Subcommittee on Reproductive Health - Mark Jackson was on travel status. Joyce Rodriguez reported that the committee had made some modifications to the policy, but it was not yet ready. We needed questions answered by Employee Relations Group in HRMO. We are scheduled to meet with them at our next subcommittee meeting on May 18.

Subcommittee on Policy Monitoring - Kathi Kellar reported that Bud Zebehazy was not able to attend this meeting, but because of his extensive official duties, he asked that a new chair be found. Stirling Close volunteered to lead the subcommittee. There was discussion that the Corridor Policy needs to be addressed since it was established in 1996 and its time for completion was 5 years, i.e. this year, 2001.

Other Items: Bob Hill reiterated the need to identify people or organizations that merit recognition for safety. He reported that he would like to see a safety awards ceremony at the beginning of next year.

Richard Green reported that there were now a large number of new training modules (CD ROM) courses available at over the intranet (he provided a handout) and we could examine these. They included not only lab and bloodborne pathogens but also many for our engineering people. Everyone should send comments to Richard on any problems.

Bob Hill reported that there was a new revised Smoking Policy coming out, but that assistance was needed in helping OHS decide how to best get people to comply with the smoking policy. A major problem is that people are not following the existing policy which requires they smoke only in designated areas. Instead they often congregate at doorways. This combined with

complaints about smoke getting into air intakes has led management to seek some way to achieve compliance with the policy. They are seeking input from the OHSC and will also seek input from the EPC.

Bob Hill reported that he had received a new Fire Prevention Policy formulated by Frances Hardy-Bennett and Greg Stern. He did not distribute it yet because it detailed responsibilities for each of the engineering offices and he had asked that it be reviewed by them first. He will provide this at the next OHSC meeting.

The meeting was adjourned.

Respectfully submitted,
Robert H. Hill, Jr., Ph.D., Executive Secretary, OHSC